



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement  
# 18-2011

**OPEN TO:** US Citizen Eligible Family Member (EFMs)  
**POSITION:** Community Liaison Office Assistant, FP-08  
**OPENING DATE:** May 9, 2011  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Part-time; 20 hours/week  
**COMPENSATION:** USD \*  
**GRADE:** FP-08  
**LENGTH OF  
APPOINTMENT:** 5 years FMA

**\*Please contact the HRO for the salary of this position.**

The U.S. Embassy in Algeria is seeking an individual for the position of Community Liaison Office Assistant in the Community Liaison Office.

**NOTE:** ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BY 3 FAM 8200 OF US GOVERNMENT EMPLOYEES ASSIGNED TO POST TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN EFM DOES NOT HAVE TO BE RESIDING CURRENTLY IN COUNTRY TO BE CONSIDERED.

**BASIC FUNCTION OF POSITION**

Fully assists co-CLO coordinators in all areas of CLO responsibilities and provides clerical, administrative and telephone support. Works with CLO to enhance post morale and provide orientation and information of interest to the Embassy community. Also responsible for planning, organizing and coordinating CLO events and activities, day trips, semi-annual bazaars, as well as maintaining and disseminating community information. Serves all US government employees and family members, to maintain or improve the quality of life for all Mission members.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Required Education:** Completion of secondary school is required.
2. **Prior Work Experience:** Two years work experience in an office setting or customer service, or with hospitality-related responsibilities.

3. **Language Proficiency:** Requires level 4 English

4. **Other criteria:** Knowledge of Mission's organizational structures, US Department of State FAM/FAH, policies, and FLO regulations and procedures.

5. **Other Skills and Abilities:** Must possess strong organizational, interpersonal and communication (reading and writing) skills. Must be able to work as a part of the team, prioritize and organize a large amount of highly varied information, and perform clerical/administrative duties with a minimal oversight. Must exhibit a high level of trustworthiness and discretion. Must possess computer skills (MS Suite, data processing, data entry, internet and other soft ware). Must be able to obtain a top secret security clearance.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Eligible Family Members who currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

### **TO APPLY**

*Interested applicants for this position must submit (1) and (2) below:*

1. Preliminary Documentation
  - Current Resume: A current resume or curriculum vitae that provide the same information as a DS-174.
  - Letter of Interest: You must attach to the letter:
    - References: Provide contact information (i.e. name, address, phone number, email address) for three (3) current and/or previous supervisors.
    - Indication as to whether you are currently employed with the embassy; and whether you have a relative currently working within the Mission. If so, provide their contact information (i.e. name, address, phone number, email address).
2. Proof of education.
  - Copies of relevant diplomas or degrees (as required) by the position.
  - Any other documentation that addresses the qualification requirements of the position as listed above. Applicants should make sure to send copies of their documents and not originals as we cannot ensure return of originals.

Interested applicants may choose to submit the below application form with the package detailed in (1) and (2). Alternatively they can wait to do so until required in the hiring process. Unsuccessful applicants will not receive an invitation to attend the interview.

3. Employment Application Form.

- All prospective employees must complete an Embassy application form (usually the Application for Employment DS-174, available at the HR Office).
- Can be submitted if selected for an interview.

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**

Attention: Community Liaison Office Assistant, Vacancy Announcement #18-2011

Point of Contact: Human Resources Office

Fax: 021-60-73-35

E-mail: [USEmbassyAlgiers\\_app@state.gov](mailto:USEmbassyAlgiers_app@state.gov)